

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: **FACILITIES SUPERINTENDENT**

DEPARTMENT: **PUBLIC WORKS**

BASIC FUNCTION:

Under general direction, to administer, plan, organize, coordinate, direct and participate in the maintenance and operating requirements for all City owned and leased facilities; to supervise the servicing of all equipment relating to these facilities; to supervise building and custodial maintenance personnel and contract service; and to perform related work as assigned.

KEY RESPONSIBILITIES:

Administer, plan, organize, direct and supervise the maintenance and operating programs for City facilities and equipment.

Coordinate repair, remodel and replacement of City equipment and buildings.

Meet with vendors and contractors to establish scope of work, bids, estimates and work schedules for special projects and contracts.

Inspect facilities and construction and maintenance areas to ensure work is performed to standard.

Coordinate security of facilities and equipment.

Inspect buildings and equipment to determine what work is needed to meet maintenance standards.

Develop a preventive maintenance program.

Process and schedule work orders.

Requisition and purchase materials and supplies in accordance to City and department standards.

Maintain records of work performed and supplies used.

Perform contract administration.

Prepare plans and specifications for contracts, agreements and the purchase of equipment.

Participate in budget preparation, capital improvement projects budgeting and administration of budgets.

Prepare requests for proposal for various projects and studies that may be needed.

Supervise, train and evaluate subordinates.

Prepare written reports and agenda bills as required to administer division.

Serve as Deputy Public Works Director as directed.

QUALIFICATIONS:

Knowledge of:

Storm water requirements.

Materials, methods, tools and equipment used in construction, building maintenance and repair.

Methods and techniques in energy management.

Methods, practices and equipment used in construction and various trades including carpentry, electrical, plumbing and painting.

Principles and practices of management including report writing techniques.

Principles and techniques of preventive maintenance.

State and local laws and regulations pertaining to building codes and safety procedures.

Principles of labor relations, supervision, training and performance evaluations.

HVAC systems.

Ability to:

Use computers for daily activities, i.e. word processing, maintenance programs, presentation applications and electronic schedule and email organizer.

Communicate clearly and concisely, orally and in writing.

Plan, direct and coordinate the repair and maintenance of all City owned and leased facilities and equipment.

Establish and maintain cooperative relationships with customers, the public and those contacted in the course of work including negotiating work with outside contractors.

Perform a variety of skilled tasks in building maintenance.

Read and interpret building plans and specifications.

Maintain records and prepare complex reports.

Estimate time, materials and equipment needed to perform maintenance and repair work.

Supervise, train and evaluate subordinates.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and ability is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in maintenance and operations of public buildings and facilities including two years supervisory or administrative responsibility in supervising a skilled work force in the building trade.

Education:

College level courses and or professional level training providing expertise in public and/or business administration, trades and or facilities management as well as safe work operations.

SPECIAL REQUIREMENTS:

Possession of a valid Class C California Drivers License.

PHYSICAL STANDARDS AND ENVIRONMENT:

While performing the duties of this class, an employee is regularly required to communicate, in person and by telephone; utilize office equipment; and reach with hands and arms while determining specifications or training and performing trade or custodial work. An employee is also required to assimilate written materials relevant to the position.

In addition, while performing the duties, employees of this class are regularly required to engage communication skills; interpret schematic data, interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

Ability to work in a standard office environment as well as dirty, dusty, odorous environments, on construction sites, in confined spaces, or roofs in the course of inspecting and monitoring work or supervising work crews.

This is an at-will Management classification.

DATE APPROVED: 4/20/04

Date Last Revised: 2/04